

## **EXAMPLE**

### **CITATION FOR MERITORIOUS SERVICE**

#### **NAME**

In recognition of his outstanding contributions to the Bureau of Land Management in the fields of XXXXXX and XXXXXXXXX management.

XXX has been an innovator and leader in the field of XXXXXX, and during his XX-year career has served in various official and unofficial leadership roles in BLM district, resource area, and field office positions within the State of XXXXX. He was the project leader for development of the XXXXXX program that became the standard for the BLM. His efforts resulted in guidelines used by natural resource specialists who work with XXXXX in the preparation of XXXXX plans, and plans of development, including the drafting of standard stipulations. Following this project, XXXXXX prepared the BLM XXXX Manual and Plan Development Handbook which became the standard for XXX operations on BLM lands, and a training course was developed by the BLM National Training Center in Phoenix, Arizona. In the design of a new XXXXX Field Office building, he served as the BLM lead with the architectural firm, directed the needs analysis study conducted prior to the preliminary design, and was the Contracting Officer's representative for the XXXXXXXXXX. Due to his diligence, the design phase of the construction was accomplished efficiently. As the XXXXXXXXXXXXX in the XXXXXX District, XXXXX was responsible for both the XXXX program and the XXXXX program. Under his leadership and guidance the BLM manual used for XXXXX operations was revised, and approximately XXXXXX were XXXXXXXX. For his many valuable accomplishments and contributions, XXXX is granted the Meritorious Service Award of the Department of the Interior.

Secretary of the Interior